

[ ]-NO. 5-1  
Publications  
31 July 1963

[ ]  
Intra Office Instructions and Notices

1. Definitions:

a. Instructions ([ ]-No. [ ]) are the basic medium for prescribing directives of a continuing nature including but not limited to policy, delegation of authority and assignment of responsibilities.

b. Notices ([ ]-No. [ ]) are used to disseminate transitory information. They shall not be used to convey permanent or continuing directives.

c. Intra office issuances are instructions or notices written exclusively for the guidance and direction of [ ] personnel and activities and which are consistent with applicable Kubark or [ ] regulations.

2. Categories:

Instructions and notices are organized by basic subject categories which may be either functional or topical.

3. Numbering:

A number is assigned to each basic subject category for reference and indexing purposes as follows:

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4. Responsibilities:

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Chief Support, [ ] is responsible for the administration of [ ]  
issuance including coordination, distribution, and maintenance of a central  
file of instructions and notices. All issuances will be released for pub-  
lication by the [ ] or in his absence the Acting [ ]

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